

TABLE OF CONTENTS

FREQUENTLY ASKED QUESTIONS (FAQ'S)

2003 ODP Exercise Grant

4/25/05

Michigan State Police, Emergency Management Division
2003 State Homeland Security Grant Program
Office for Domestic Preparedness
Department of Homeland Security

Acronyms	1
Assistance	
Contact Information.....	1
Audits	
Will audits be conducted?	1
Contractors and Consultants	
Contractors and Consultants	1
Due Dates	
Due Dates.....	1-2
Equipment	
Cameras	2
Computers	2
Equipment Purchases	2
Equipment Rentals.....	2
Extension Cords.....	2
Furniture	2
Lights for Command Posts	3
Exercise Questions	
Cyber-Terrorism Exercises.....	3
* EPW - When is an Exercise Planning Workshop required?	3
Exercise Questions	3
Exercise Requirements	3
Homeland Security Exercise and Evaluation Program (HSEEP)	3
Maximum Number of Exercises.....	3
Number of Targeted (<i>Recommended</i>) Exercises	3
Progressive Exercises Using Same Hazard Scenario.....	4
* Regressing to a Lower Level Exercise Before Advancing	4
* Sign-in sheets.....	4
Forms	
* EMD-054 Reimbursement Coversheet	4
* EMD-055 Payroll Reimbursement Detail	4
* EMD-056 Supplies and Other Items Reimbursement Detail.....	4
* EMD-057 Travel Reimbursement Detail	5
* EMD-058 Reimbursement of Lost Wages for Volunteer Responders.....	5
Equal Employment Opportunity Plan (EEOP)	5
Forms Signatures.....	5
Sub-grantee Forms – Availability	5
Sub-grantee Forms - Checklist.....	5
W-9 Tax Form.....	5
Funding	
Additional Funding	5
Allocations	5

TABLE OF CONTENTS

FREQUENTLY ASKED QUESTIONS (FAQ'S)

2003 ODP Exercise Grant

4/25/05

* Commingling Grant Funds	6
Unspent Funds.....	6
Miscellaneous	
* Attorney Fees - Disallowed	6
Food and Refreshments.....	6
Injuries.....	6
Medications.....	6
Rental Space	6
Personnel Costs Reimbursement	
Backfill	6
Compensatory (COMP) Time	7
Hiring Full or Part-time Employees	7
Overtime for Full-time Employees.....	7
* Overtime for Part-time Employees	7
* Paid-For-Call, Paid-On-Call, and Paid-Per-Call Volunteer Reimbursement.....	7
* Reimbursement of Lost Wages for Volunteers	7 - 8
* Reimbursement of Lost Wages for Volunteers - (business owner eligible)	8
* Reimbursement of Lost Wages for Volunteers – (dual compensation denied).....	8
* Stipends for Non-Paid Volunteers	8
Wage Reimbursement for Regular Hours – Disallowed.....	9
Purchases	
* Ammunition, Blanks, Simunitions, Weapons, Mock Weapons - Disallowed.....	9
Authorized Exercise Cost List.....	9
Computer Software – Models, Simulations and Games for Training and Exercising.....	9
Personal Protective Clothing - Disposable.....	9
Pre-Authorization of Items Not on Authorized Cost List.....	9
Time Limit on Purchases.....	9
Unauthorized Exercise Purchases.....	10
Reimbursements	
Documentation of Expenditures.....	10
Post Exercise Reporting and After Action Reporting	10
Reimbursement Questions	10
Reimbursement Requirements.....	10
Solution Area Planners (SAP's).....	10 - 11
Supporting Documentation	11
Reporting	
Exercise Reports.....	11
Fax Submittals Prohibited	11
Reporting Guidelines and Requirements	11
Separate Reports for Each Exercise.....	12
Supplies	
Copies	12
Dishes.....	12
Expendable or Consumable Items.....	12
Fake Smoke	12
Film Development.....	12
Identification	12
Maps.....	12

TABLE OF CONTENTS
FREQUENTLY ASKED QUESTIONS (FAQ'S)
2003 ODP Exercise Grant

4/25/05

Media Storage	12
* Models, 3-Dimensional	13
Moulage Kits	13
Postage	13
Supplies.....	13
Video Tapes.....	13
 Training	
Training and Training Materials – Disallowed.....	13
Training Videos – Disallowed	13
 Travel	
Mileage Reimbursement Rates	13 - 14
Travel Expense Reimbursements.....	14
Vehicle Rentals.....	14
 * Vehicle Reimbursement, Response Rates for First Responder Vehicles - Disallowed	
* Vehicle Reimbursement for First Responder Vehicles – Fuel Reimbursement	14

FREQUENTLY ASKED QUESTIONS (FAQ'S) 2003 ODP Exercise Grant

4/25/05

Michigan State Police, Emergency Management Division
2003 State Homeland Security Grant Program
Office for Domestic Preparedness
Department of Homeland Security

ACRONYMS

CBRNE Chemical, Biological, Radiological, Nuclear, and Explosives (includes Cyber-Terrorism)
EMD Emergency Management Division, Michigan State Police
EOC Emergency Operations Center
HSEEP Homeland Security Exercise and Evaluation Program
ODP Office for Domestic Preparedness, Department of Homeland Security
SAA State Administrative Agency (Emergency Management Division, Michigan State Police)
REC Regional Exercise Coordinator (formerly Training and Exercise Coordinator, TEC)

ASSISTANCE

Contact Information

Q: Who do I contact for assistance regarding the 2003 ODP Exercise Grant?
A: Each sub-grantee has a designated EMD, Regional Exercise Coordinator (REC) who is the first point of contact. The second point of contact is the EMD, District Coordinator.

AUDITS

Audits

Q: Will our ODP grant exercise program and information be audited?
A: Yes. ODP requires that all grant information be maintained on file by the sub-grantee and available for audit for a minimum of three (3) years from the closing date of the grant.

CONTRACTORS, CONSULTANTS

Contractors and Consultants

Q: May we hire contractors or consultants to design, develop, conduct, and evaluate ODP grant exercises, and complete the after action reports?
A: Yes. Contractors and consultants may be procured for the design, development, conduct, evaluation, and after action reporting of ODP grant exercises. The sub-grantee's formal written procurement policy or the Federal Acquisition Regulations must be followed. Contractors and consultants are held to the same terms and conditions as the sub-grantee. Before reimbursement is requested for contractors and consultants they must have completed all work. When requesting reimbursement, a copy of the contract with deliverables must be attached to the Reimbursement Coversheet (EMD-054).

DUE DATES

Due Dates

Q: Where do we find the due dates for the 2003 ODP Exercise Grant?
A: The original deadline for the exercise grant was December 31, 2004. In January 2005 the grant was extended by ODP, and all exercise activities must now be completed on or before **July 31, 2005**. (continued)

**FREQUENTLY ASKED QUESTIONS (FAQ'S)
2003 ODP Exercise Grant**

4/25/05

- All exercise paperwork (including pre- and post-exercise reports) must be submitted electronically to the designated REC and **received by 5:00 p.m., Wednesday, August 31, 2005.**
- All reimbursement requests must be sent to: Michigan State Police, Emergency Management Division, Attn: Fiscal Section, 4000 Collins Rd, Lansing, MI 48910 and **received by 5:00 p.m., Wednesday, August 31, 2005.**

For details on the grant extension refer to EMD Informational Letter #05-01, January 12, 2005, available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-65184--,00.html.

EQUIPMENT

Cameras

Q: May I buy a camera to take photos of my exercise?

A: No. Equipment purchases are not authorized but you may rent a camera. Disposable cameras and the cost of film development are reimbursable expenses. A copy of photos may be requested by the SAA, and must be provided by the sub-grantee upon request.

Computers

Q: May I buy a computer for my EOC to use in an exercise?

A: No. Equipment, tools and furniture are not authorized items for purchase under the 2003 ODP Exercise grant. However, you may rent these items for an exercise, not to exceed five (5) business days pre- or post-exercise. Please refer to the Authorized Exercise Cost List for further information.

Equipment Purchases

Q: May I purchase equipment to use in my exercise with ODP exercise grant funds?

A: No. Equipment purchases are not authorized. Equipment such as copiers, fax machines, cameras, and smoke simulators, may be rented for use in ODP exercises, not to exceed five (5) business days pre- or post-exercise. Please refer to the Authorized Exercise Cost List for further information.

Equipment Rentals

Q: May I rent equipment to use during my ODP grant exercise?

A: Yes. Equipment such as copiers, fax machines, cameras, and smoke simulators, may be rented for use in ODP exercises, not to exceed five (5) business days pre- or post-exercise. Please refer to the Authorized Exercise Cost List for further information.

Extension Cords

Q: May we purchase extension cords for use in our grant exercises?

A: No. Extension cords are considered equipment. You may not purchase them, but you may rent them with grant funds for use in the actual exercise, not to exceed five (5) business days pre- or post-exercise. Please refer to the Authorized Exercise Cost List for further information.

Furniture

Q: May we use our ODP exercise grant funds to purchase furniture to use in our exercise?

A: No. Furniture purchases are not authorized. Furniture may be rented for the actual grant exercise, not to exceed five (5) business days pre- or post-exercise. Please refer to the Authorized Exercise Cost List for further information.

FREQUENTLY ASKED QUESTIONS (FAQ'S) 2003 ODP Exercise Grant

4/25/05

Lights for Command Posts

- Q:** May we buy lights to identify our Command Post(s) for our grant exercise(s)?
- A:** No. Lights are considered equipment and may be rented, not to exceed five (5) business days pre- or post-exercise. Please refer to the Authorized Exercise Cost List for further information.

EXERCISE QUESTIONS

Cyber-Terrorism Exercises

- Q:** May we design, develop, conduct, and evaluate cyber-terrorism exercises and be reimbursed under the 2003 ODP Exercise Grant?
- A:** Yes, if conducted within EMD requirements and ODP, HSEEP guidelines.

* EPW - When is an Exercise Planning Workshop required?

- Q:** With the 2003 ODP Exercise Grant extension we would like to begin a new series of exercises. Do we have to conduct another Exercise Planning Workshop (EPW) (formerly IPC) before we move forward?
- A:** Yes. An EPW must be conducted at the beginning of each new series of progressive exercises. An EPW is also required at the beginning of each new grant.

Exercise Questions

- Q:** Who do I contact for exercise information regarding the 2003 ODP Exercise Grant?
- A:** Each sub-grantee has a designated Regional Exercise Coordinator who is the first point of contact. The second point of contact is the District Coordinator.

Exercise Requirements

- Q:** Are we required to follow any type of guidance for designing, developing, conducting, and evaluating ODP grant exercises?
- A:** Yes. All ODP grant exercises, must be designed, developed, conducted, evaluated and reported in accordance with EMD requirements and HSEEP guidelines. All ODP grant exercises must be progressive and based on a realistic response to a terrorist incident involving a CBRNE element or cyber-terrorism.

Homeland Security Exercise and Evaluation Program (HSEEP)

- Q:** What is HSEEP and do we have to comply with it?
- A:** The ODP, HSEEP doctrine and guidelines provide the framework for an effective threat and performance based exercise program. EMD requirements and the HSEEP guidelines must be followed for all ODP grant funded exercises. The following HSEEP Volumes can be found on the ODP website at <http://www.ojp.usdoj.gov/odp/exercises.htm>.
- **Volume I** Overview and Program Doctrine
 - **Volume II** Exercise Evaluation and Improvement
 - **Volume III** Exercise Development

Maximum Number of Exercises

- Q:** May we conduct more than the minimum required number of exercises?
- A:** Yes. EMD encourages each sub-grantee to do so; however, reimbursements are only assured up to the original amount allocated in your grant agreement.

Number of Targeted (*Recommended*) Exercises

- Q:** Do we have to complete all of the Targeted Exercises?
- A:** No. Targeted is the "recommended" number of exercises for completion. However, sub-grantees will only be reimbursed for exercises completed in compliance with EMD requirements and ODP HSEEP guidelines, up to the amount of their funding allocation.

FREQUENTLY ASKED QUESTIONS (FAQ'S) 2003 ODP Exercise Grant

4/25/05

Progressive Exercises Using Same Hazard Scenario

- Q:** Are sub-grantees required to use the same hazard scenario when conducting a series of progressive exercises?
- A:** Not necessarily. The common approach is to conduct a series of exercises that increase in complexity. Normally a community chooses to use different hazard scenarios so as to include all response groups. A response to a conventional terrorist incident involving a bombing will illicit quite a different response than a terrorist incident involving an anthrax attack. However, another school of thought is to conduct a series of exercises with identical hazard scenarios. Either approach is acceptable; however, a community should attempt to exercise all elements of CBRNE plus cyber-terrorism. A community can measure the progress of response agencies over a series of exercises using either approach.

To be eligible for ODP exercise grant funding, the exercises must be threat and performance based in accordance with EMD requirements and ODP, HSEEP guidelines. All ODP grant exercises must be based on a realistic response to a terrorist incident involving a CBRNE element or cyber-terrorism.

*** Regressing to a Lower Level Exercise Before Advancing**

- Q:** If during an exercise we discover a critical need that must be addressed before advancing to the next level, can we do so without jeopardizing ODP grant reimbursement?
- A:** Yes. A program may regress to a lower level exercise activity if there is a valid need to revisit a functional area and take remedial action to insure success as they advance through a progressive series of exercises. Note: Before regressing to a lower level exercise activity as described above, the program must receive approval from the REC to insure grant funding.

*** Sign-In Sheets**

- Q:** Are sign-in sheets required for all ODP grant exercises?
- A:** Yes. The original sign-in sheet must be maintained by the sub-grantee and made available at time of audit. (It is no longer necessary to submit a copy of the sign-in sheet with the exercise reports or reimbursement paperwork.)

Note: The number of exercise participants, players, controllers, evaluators, etc. must be reported on the Post-Exercise Report submitted to EMD.

FORMS

*** EMD-054 Reimbursement Coversheet**

The new Reimbursement Coversheet (EMD-054) (replaces all previous request forms and must have the following revised forms attached as appropriate)

- Payroll Reimbursement Detail (EMD-055)
- Supplies and Other Items Reimbursement Detail (EMD-056)
- Travel Reimbursement Detail (EMD-057)

The above forms are available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html. (A separate reimbursement request must be submitted for each exercise.)

*** EMD-055 Payroll Reimbursement Detail**

This form must be submitted to request reimbursement for personnel costs. It is available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html.

*** EMD-056 Supplies and Other Items Reimbursement Detail**

This form must be submitted to request reimbursement for supplies and other items. It is available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html.

FREQUENTLY ASKED QUESTIONS (FAQ'S) 2003 ODP Exercise Grant

4/25/05

* EMD-057 Travel Reimbursement Detail

This form must be submitted to request reimbursement for travel costs. It is available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html.

* EMD-058 Reimbursement of Lost Wages for Volunteer Responders

This form must be submitted to request reimbursement of lost wages for volunteer responders. It is available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html.

Equal Employment Opportunity Plan (EEOP)

Q: Do we have to complete the EEOP form and fax it to Washington, DC as was required for the 2002 ODP Exercise Grant?

A: No. Effective January 20, 2004, this form is no longer required for sub-grantees under the 2003 ODP Exercise Grant.

Forms Signatures

Q: Are authorized signatures required on forms?

A: Yes, with the exception of the exercise forms that are submitted electronically to the RECs. All other forms that require a signature must be signed and the **originals** sent to EMD.

Sub-grantee Forms - Checklist

Q: Is there a Checklist available that lists which forms have to be submitted?

A: Yes. The Sub-grantee Checklist is found in Section I of the 2003 ODP Exercise Grant Workbook, provided by EMD.

Sub-grantee Forms - Location

Q: Is there a central location, on the internet, where I can find all of the required EMD forms for the 2003 exercise grant?

A: Yes. The EMD exercise grant reporting forms and related informational links are available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html.

W-9 Tax Form

Q: Do we have to file a W-9 Tax Form with EMD?

A: Yes. Each new grant requires the sub-grantees to file an updated W-9 form. This form insures that the reimbursement check goes to the correct office within the sub-grantee's organization. The W-9 form is available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html. State Agencies are required to submit R-Stars accounting information for direct account transfers, in lieu of the W-9 Tax Form.

FUNDING

Additional Funding

Q: Will we receive additional funding under the 2003 ODP Exercise Grant?

A: There are no guarantees beyond the original allocation for additional funding; however, near the end of the grant performance period unexpended allocations will be redistributed to insure full use of grant monies.

Allocations

Q: How were allocations determined?

A: Funding allocations were based on threat and risk assessments in each community, census information (population) and baseline distribution (per the Michigan Emergency Management News, December 1, 2003, Volume 3, Issue 4, page 3).

FREQUENTLY ASKED QUESTIONS (FAQ'S) 2003 ODP Exercise Grant

4/25/05

* **Commingling Grant Funds**

- Q:** May sub-grantees divide expenses between two different grants for one exercise?
A: No. Tracking and reporting of grant funds and related activities must be reported separately for each grant.

Unspent Funds

- Q:** May I reserve unspent funds from my original allocation for use at a later date?
A: No. Any unspent funds at the end of the grant period must be returned to ODP. Near the end of the grant period unexpended allocations will be redistributed by the SAA to insure full use of grant monies.

MISCELLANEOUS

* **Attorney Fees – Disallowed**

- Q:** Can we be reimbursed for the cost of having our attorney review our grant agreement before signing?
A: No. Attorney fees are considered an administrative expense and are not eligible for reimbursement under the ODP Exercise Grants

Food and Refreshments

- Q:** Are food and non-alcoholic beverages authorized exercise items?
A: Yes. Reasonable expenses for food and non-alcoholic beverages consumed during the design, development, conduct, evaluation and after action reporting of an ODP grant exercise will be reimbursed; not to exceed local or state allowable rates, whichever is less.
Note: Food and refreshments will not be reimbursed in lieu of necessary exercise items.

Injuries

- Q:** May we use ODP exercise grant funds to cover medical expenses for injuries incurred during an ODP grant exercise?
A: No. Liability for injuries is the responsibility of the respective exercising agencies. ODP recommends the use of Waiver of Liability forms by sub-grantees, signed by participants prior to the conduct of ODP grant exercises.

Medications

- Q:** May we purchase over-the-counter medications for use during ODP grant exercises?
A: No. The use of medication and vaccines should be simulated.

Rental Space

- Q:** May we rent a building or site location for the conduct of our grant exercise?
A: Yes. A copy of the rental agreement or contract must be attached to the [Reimbursement Coversheet \(EMD-054\)](#) when submitted. Proof of payment must be retained by the sub-grantee and made available at time of audit.

PERSONNEL COSTS REIMBURSEMENT

Backfill

- Q:** Is backfill a reimbursable expense for full-time employees under the 2003 ODP Exercise Grant?
A: No. There are no provisions in the grant to cover backfill costs for full-time employees.

FREQUENTLY ASKED QUESTIONS (FAQ'S)
2003 ODP Exercise Grant

4/25/05

Compensatory (COMP) Time

- Q:** May we be reimbursed for compensatory time earned?
A: No. This is a reimbursement only grant. Comp time does not constitute an actual expenditure of funds, thus there is no basis for reimbursement.

Hiring Full or Part-time Employees

- Q:** May we hire full or part-time staff for the design, development, conduct, evaluation and after action reporting of ODP exercises?
A: Yes. Payment of salaries and fringe benefits for the conduct of ODP grant exercise activities must be in accordance with the policies of the sub-grantee. When requesting reimbursement for personnel costs (new hires only, full or part-time) the *Payroll Reimbursement Detail (EMD-055)* must be completed. The form and instructions are available at:
http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html.

*** Overtime for Full-time Employees**

- Q:** May full-time employees be reimbursed for overtime pay with ODP exercise grant funds?
A: Yes, if it is for work performed in excess of the established work week (usually 40 hours) for the design, development, conduct, evaluation, and after action reporting of grant exercises. OT must be permitted as part of one's regular terms and conditions of employment to qualify for grant reimbursement. Fringes for overtime are limited to FICA (Social Security and Medicare), workers compensation and unemployment compensation. **Note: The addition of pension costs as an allowable fringe is effective for exercise activities conducted on or after April 25, 2005.** When requesting reimbursement for overtime costs, the *Payroll Reimbursement Detail (EMD-055)* must be completed. The form and instructions are available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html.

*** Overtime for Part-time Employees**

- Q:** Are part-time employees eligible for overtime when attending and traveling to and from ODP approved exercises?
A: Yes. A recent clarification from ODP (Bulletin #141 issued 1/13/05 applies to current and previous fiscal year funding for ODP grant programs) authorizes EMD to reimburse limited overtime payment for part-time employees as defined below. If an agency has budgeted eligible employees to work less than a full-time schedule, the time that these employees spend attending and traveling to and from ODP approved exercises, above and beyond their regularly scheduled hours, can be considered overtime and is eligible for reimbursement using ODP grant funds. When requesting reimbursement for overtime costs, the *Payroll Reimbursement Detail (EMD-055)* must be completed. The form and instructions are available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html.

*** Paid-For-Call, Paid-On-Call, and Paid-Per-Call Volunteer Reimbursement**

- Q:** May we reimburse paid-for-call, paid-on-call, and paid-per-call volunteer personnel for their participation in ODP grant exercises using grant funds?
A: Yes. A recent clarification from ODP (Bulletin #141 issued 1/13/05 applies to current and previous fiscal year funding for ODP grant programs) authorizes EMD to reimburse paid-for-call, paid-on-call, and paid-per-call volunteer personnel; if their agency relies upon them and opts to include them in ODP exercises. Sub-grantees can be reimbursed for their participation in accordance with local established policies, to include hourly and/or flat-rate payment, using ODP grant funds. Supplanting is prohibited. When requesting reimbursement for volunteer costs, the *Payroll Reimbursement Detail (EMD-055)* must be completed. The form and instructions are available at:
http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html.

*** Reimbursement of Lost Wages for Volunteers**

- Q:** If volunteer responders are required to take time off work to participate in ODP exercises, May grant funds be used to reimburse their lost wages?

FREQUENTLY ASKED QUESTIONS (FAQ'S)
2003 ODP Exercise Grant

4/25/05

A: Yes. A recent clarification from ODP (Bulletin #141 issued 1/13/05 applies to current and previous fiscal year funding for ODP grant programs) authorizes EMD to use grant funds to reimburse lost wages for volunteer responders who were required to take time off work to participate in ODP exercises. Reimbursement will be made within the following parameters:

- The volunteer responder may not receive payment for exercise participation from any other source if requesting reimbursement of lost wages from ODP exercise grant funds.
- EMD has set a maximum reimbursement rate of **\$18.57 per hour**. The **actual amount** of lost wages will be reimbursed up to this amount (the average hourly rate for all occupations in the State of Michigan, as reported by the U.S. Bureau of Labor Statistics).
- The employer of the volunteer responder must complete the EMD-058 Reimbursement of Lost Wages form furnished by EMD for necessary information; including employee name, number of lost work hours, rate of pay, lost wages, date(s) of participation, etc.
- The employer must agree to receive the employee's reimbursement for the lost wages from EMD for pass-through to the employee/volunteer responder, and complete Form W-9, Request for Taxpayer identification Number and Certification, available at : http://www.michigan.gov/msp/0,1607,7-123-1593_3507-86679--,00.html.
- The employee/volunteer responder must complete the last section of the Reimbursement of Lost Wages EMD-058 form and forward it to the participating local emergency management program (sub-grantee) for submittal with other related exercise documents.

*** Reimbursement of Lost Wages for Volunteers - (business owner eligible)**

Q: If volunteer responders are required to take time off from work to participate in ODP training and exercises, grant funds may be used to reimburse lost wages. Does this apply to a volunteer responder who is also the business owner?

A: Yes. However, in that circumstance, the Employer Information Section of the Reimbursement of Lost Wages Form must be completed and signed by the business' authorized financial representative or auditor.

*** Reimbursement of Lost Wages for Volunteers – (dual compensation denied)**

Q: If a volunteer responder is required to make use of paid vacation, paid personal leave, etc. for time off from work to participate in ODP training and exercises, does he or she qualify for reimbursement of lost wages?

A: No. To qualify for reimbursement of lost wages, the volunteer responder may not receive any form of payment or compensation for the hours taken off from work to participate in ODP training or exercises.

*** Stipends for Non-Paid Volunteers – (does not include Red Cross or CERT members)**

Q: May we reimburse non-paid volunteers for their participation in ODP grant exercises using grant funds?

A: Yes. Recent clarifications from ODP (Bulletin #141 issued 1/13/05 and expanded by Bulletin #157 issued 3/30/05, apply to current and previous fiscal year funding for ODP grant programs) authorize EMD to reimburse stipends for all non-paid volunteers such as firefighters, urban search and rescue teams and medical service volunteers, for their participation in ODP grant funded exercises, when volunteers are completely unpaid and no legal agreement exists to support pay for exercise activities. (Please be aware this does not include volunteers such as American Red Cross or Community Emergency Response Teams.) The authorized reimbursement rate for non-paid volunteers participating in ODP exercises is **\$12.38 per hour**. When requesting reimbursement for non-paid volunteer costs, the Payroll Reimbursement Detail (EMD-055) must be completed. The form and instructions are available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html.

FREQUENTLY ASKED QUESTIONS (FAQ'S)
2003 ODP Exercise Grant

4/25/05

Wage Reimbursement for Regular Hours - Disallowed

- Q:** May we reimburse government agency participants for regular work hours spent designing, developing, conducting, evaluating, and reporting on exercises using grant funds?
- A:** No. This would be considered dual compensation and is prohibited by ODP grant guidelines.

PURCHASES

Authorized Exercise Cost List

- Q:** Where do I find the Authorized Exercise Cost List?
- A:** It is on the EMD website at http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html, or click on the following link: [Authorized Exercise Cost List](#).

*** Ammunition, Blanks, Simunitions, Weapons, Mock Weapons – Disallowed**

- Q:** Can we be reimbursed for simunitions including blanks, marking rounds, paint balls etc., used during the conduct of an ODP exercise?
- A:** No. ODP advises that the use of weapons is beyond the scope of their mission and programs. Therefore, reimbursement for weapons, clips, ammunition, weapons systems, mock weapons, simunitions, blanks, marking rounds, paint balls and similar are not eligible for reimbursement with ODP exercise grant funds.

Computer Software – Models, Simulations and Games for Training and Exercising

- Q:** May I purchase software to use in designing, developing, conducting, and evaluating my ODP grant exercises?
- A:** Yes. However, sub-grantees that wish to expend funds on models, games or simulations must first consult "Review of Models, Simulations, and Games for Domestic Preparedness Training and Exercising, Vol. 1", which provides an overview and analysis of existing models, games and simulations. This report is available but **you must cut and paste the address** for it to work: <http://www.ojp.usdoj.gov/odp/exercises.htm>.

Personal Protective Clothing - Disposable

- Q:** May I purchase disposable personal protective clothing, mask filters, gloves, non-sterile masks and bandages to use during the conduct of an ODP grant exercise?
- A:** Yes. However, only disposable (designed for one-time use) items of personal protective clothing, mask filters, gloves, non-sterile masks, booties and bandages will be reimbursed. (This grant does not allow for the purchase of reusable personal protective clothing or items of equipment.)

Pre-Authorization of Items Not on Authorized Exercise Cost List

- Q:** Who do I contact for pre-authorization to purchase an item that is not on the Authorized Exercise Cost List?
- A:** Please direct your detailed request in writing to Laurie L. Raines, Exercise Grant Coordinator, at rainesll@michigan.gov or fax request to (517) 333-4987. You will receive an email response to your request within ten (10) business days. Please review the Authorized Exercise Cost List prior to making inquiries.

Time Limit on Purchases

- Q:** Are there any time limits or restrictions on the purchase of authorized exercise items for reimbursement?
- A:** Yes. Authorized exercise items should not be purchased more than 45 days prior to the exercise, and in no case after the date of the exercise, except for after action reporting purposes.

FREQUENTLY ASKED QUESTIONS (FAQ'S) 2003 ODP Exercise Grant

4/25/05

Unauthorized Exercise Purchases

- Q:** May we use ODP exercise grant funds to stock general office supplies and EOC materials in addition to the supplies needed for the exercise?
- A:** No. Items purchased with ODP exercise grant funds must be consumed or expended for the design, development, conduct, evaluation, and after action reporting of the specific exercise for which the items were purchased.

REIMBURSEMENTS

Documentation of Expenditures

- Q:** Do we have to document our expenditures?
- A:** Yes. Allowable exercise costs are restricted to the design, development, conduct, evaluation and after action reporting of ODP grant exercises. Allowable costs fall into seven categories:
1. Hiring of full or part-time staff
 2. Overtime
 3. Reimbursement for volunteer emergency response personnel
 4. Hiring of contractors or consultants
 5. Supplies
 6. Other costs
 7. Travel

The sub-grantee must document all reimbursable expenditures and make the documentation available at time of audit.

Post-exercise Reporting and After Action Reporting

- Q:** May we be reimbursed for a Post-Exercise Reporting Session (After Action Reporting) and related activities?
- A:** Yes. However, the sign-in sheet and supporting documentation must clearly indicate expenses were incurred for After Action Reporting activities.

Reimbursement Questions

- Q:** Who do we direct reimbursement questions to?
- A:** All reimbursement inquiries should be submitted in writing to Laurie L. Raines, Exercise Grant Coordinator, at rainesll@michigan.gov or fax request to (517) 333-4987. Please review the Authorized Exercise Cost List prior to making inquiries.

Reimbursement Requirements

- Q:** May we just complete a *Reimbursement Coversheet (EMD-054)* to get reimbursed?
- A:** No. Before reimbursement requests can be processed, all corresponding exercise paperwork (including pre- and post-exercise reports) must be submitted electronically to the designated REC and approved by EMD. Documentation of all expenditures must be maintained by the sub-grantee and made available at time of audit. To request reimbursement, a separate Reimbursement Coversheet (EMD-054), and related forms, must be completed for each exercise. The form and instructions are available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html. Exercise reimbursement requests must be sent to: Emergency Management Division, Attn: Fiscal Section, 4000 Collins Rd, Lansing, MI 48910.

Solution Area Planners (SAPs)

- Q:** Is it possible for Solution Area Planners (SAPs) to be reimbursed under the 2003 ODP exercise grant?

FREQUENTLY ASKED QUESTIONS (FAQ'S) 2003 ODP Exercise Grant

4/25/05

- A:** Not for wages. Funding and reimbursement for Solution Area Planners (SAP's) are provided for under the 2003 planning grant. All inquiries regarding SAP reimbursements should be submitted in writing to Mr. David Lundquist at lundquid@michigan.gov or fax request to (517) 333-4987. If authorized exercise expenses, other than wages, are incurred for SAPs, reimbursement for allowable exercise expenses may be requested under the exercise grant.

Supporting Documentation

- Q:** What type of supporting documentation is required for reimbursement under the 2003 ODP Exercise Grant?
- A:** Before reimbursement requests can be processed, all corresponding exercise paperwork (including pre- and post-exercise reports) must be submitted electronically to the designated REC and approved by EMD. To request reimbursement, a separate Reimbursement Coversheet (EMD-054), and related forms, must be completed for each exercise. The forms and instructions are available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html.

Exercise reimbursement requests must be sent to: Michigan State Police, Emergency Management Division, Attn: Fiscal Section, 4000 Collins Rd, Lansing, MI 48910. In addition to completing the reimbursement forms, sub-grantees must document all authorized grant expenditures and make this documentation available at time of audit. For additional information refer to the Authorized Exercise Cost List.

REPORTING

Exercise Reports

- Q:** Where do we send our exercise reports?
- A:** All exercise paperwork (including pre- and post-exercise reports) must be submitted electronically to the designated REC and approved by EMD. If you do not have a computer, we recommend you seek assistance within your agency.

Fax Submittals Prohibited

- Q:** Is it okay to fax ODP Exercise Grant information directly to EMD?
- A:** No, unless EMD staff requests that a specific document be faxed.

All exercise paperwork (including pre- and post-exercise reports) must be submitted electronically to the designated REC and approved by EMD. If the sub-grantee does not have a computer, we recommend they seek assistance within their agency.

The Reimbursement Coversheet (EMD-054) and related forms must be signed by the sub-grantee's authorized financial representative and sent directly to: Emergency Management Division, Attn: Fiscal Section, 4000 Collins Rd, Lansing, MI 48910. A separate reimbursement request must be submitted for each exercise.

Reporting Guidelines and Requirements

- Q:** What reporting guidelines are we required to follow?
- A:** Federal Acquisition Regulations and EMD requirements spell out grant reporting requirements as explained in the Grant Agreement. Sub-grantees must use the exercise reporting forms and reimbursement forms provided by EMD in order to comply with reporting requirements.

FREQUENTLY ASKED QUESTIONS (FAQ'S)
2003 ODP Exercise Grant

4/25/05

Separate Reports for Each Exercise

- Q:** Do I have to complete a separate set of reports for each ODP grant exercise?
A: Yes. A separate set of reports must be completed for each exercise even if the exercises are conducted on the same day. A separate reimbursement request must also be submitted for each exercise conducted when seeking reimbursement.

SUPPLIES

Copies

- Q:** May we be reimbursed for copies made of exercise materials and information?
A: Yes. Receipts are required for audit purposes. If in-house copies are made, a letter of verification on departmental letterhead, signed and authorized will be needed to identify the number of copies, the date, description of purpose, cost per copy, and the total cost. Hand-written notes will not be accepted for verification of in-house copying costs.

Dishes

- Q:** May we buy dishes, silverware or serving items with ODP exercise grant funds?
A: Only disposable products used for this purpose in connection with the exercise activity are reimbursable.

Expendable or Consumable Items

- Q:** What does this mean?
A: Items purchased with ODP exercise grant funds, must be expended or consumed during the course of the ODP grant exercise, e.g., paper copies, fake smoke, refreshments, etc. Items designed and intended for reuse do not qualify.

Fake Smoke

- Q:** May I buy fake smoke & smoke machines to use during our grant exercise?
A: Expendable fake smoke canisters are authorized exercise items, but not the machines. Machines May only be rented for use during the conduct of the actual grant exercise, not to exceed five (5) business days pre- or post-exercise.

Film Development

- Q:** May I be reimbursed for film development costs for photos taken of the exercise activities?
A: Yes. However, a copy of the photos may be requested by the SAA and must be provided by the sub-grantee upon request.

Identification

- Q:** May we buy items to identify ODP grant exercise participants?
A: Yes. However, these items must be used specifically for the purpose of identifying players, participants, evaluators, responders, and controllers during the course of the ODP grant exercise.

Maps

- Q:** May we buy maps to use in our grant exercises?
A: Yes. Maps, charts and signs may be purchased to use during an ODP grant exercise. Please refer to the [Authorized Exercise Cost List](#) for further information.

Media Storage

- Q:** What is reimbursable for exercise recording and information retention?
A: Blank VHS tapes, CD ROMS, cassette tapes and 3-1/2" diskettes or camera film ONLY are authorized. A copy of the finished product may be requested by the SAA and must be provided by the sub-grantee upon request.

FREQUENTLY ASKED QUESTIONS (FAQ'S) 2003 ODP Exercise Grant

4/25/05

Models, 3-Dimensional

- Q:** May we purchase three dimensional models with ODP exercise grant funds?
A: No. Three dimensional models may not be purchased but may be rented with exercise grant funds.

Moulage Kits

- Q:** May we buy multiple Moulage or first aid kits to use in our grant exercise?
A: Yes. But as with any purchase, you must be able to justify the quantity purchased when you are audited.

Postage

- Q:** May I be reimbursed for postage expenses incurred for mailing exercise materials and information?
A: Yes. Receipts are required for audit purposes. If in-house postage is utilized, a letter of verification on departmental letterhead, signed and authorized will be needed to identify the number of postage paid items, the date, description of items, the cost per item, and the total cost. Hand-written notes will not be accepted for verification of in-house postage costs.

Supplies

- Q:** Are there any restrictions on the type of supplies we may purchase for our grant exercises with ODP funds?
A: Yes. Supplies reimbursed under the 2003 ODP Exercise Grant must be consumed or expended during the design, development, conduct, evaluation, and After Action Reporting of the exercise. For further information on pre-authorized expenditures, refer to the [Authorized Exercise Cost List](#).

Video Tapes

- Q:** May we buy pre-recorded tapes to use in our exercises?
A: No. Only blank tapes are authorized for reimbursement. You may use blank tapes to record exercise injects for the actual exercise. However, if reimbursement is requested for this type of expense, a copy of the video(s) may be requested by the SAA, and must be provided by the sub-grantee upon request.

TRAINING

Training and Training Materials - Disallowed

- Q:** May we be reimbursed for training or training materials under the 2003 ODP exercise grant?
A: No. Exercise grant funds may not be used for training. Reimbursement is restricted to authorized exercise items to support the design, development, conduct, evaluation, and After Action Reporting of ODP grant exercises. For further information on pre-authorized exercise expenditures, refer to the [Authorized Exercise Cost List](#).

Training Videos - Disallowed

- Q:** May we be reimbursed for training videos purchased for use during ODP grant exercises?
A: No. Training is not an authorized exercise reimbursement expense.

TRAVEL

Mileage Reimbursement Rates

- Q:** What is the reimbursement rate for vehicle mileage?
A: Mileage reimbursement rates may not exceed the allowable sub-grantee rates or state rates, whichever is less. For State of Michigan current travel reimbursement rates, including vehicle

FREQUENTLY ASKED QUESTIONS (FAQ'S) 2003 ODP Exercise Grant

4/25/05

mileage, please refer to http://www.michigan.gov/dmb/0,1607,7-150-9141_13132---,00.html. When requesting reimbursement for vehicle mileage, the *Travel Reimbursement Detail (EMD-057)* must be completed. The form and instructions are available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html.

Travel Expense Reimbursements

- Q:** May we be reimbursed for travel expenditures?
- A:** Yes. Travel costs (airfare, mileage, per diem, lodging, meals, etc.) are allowable expenses for employees who are on travel status for authorized exercise grant activities. When requesting reimbursement for travel, the *Travel Reimbursement Detail (EMD-057)* must be completed. The form and instructions are available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html. Reimbursement rates may not exceed the allowable sub-grantee rates or state rates, whichever is less. For State of Michigan current travel reimbursement rates, please refer to http://www.michigan.gov/dmb/0,1607,7-150-9141_13132---,00.html

Vehicle Rentals

- Q:** May we rent a vehicle for necessary travel involving the 2003 ODP Grant Exercise program?
- A:** Yes. Vehicles may be rented for necessary travel involved with the design, development, conduct, evaluation and after action reporting of an ODP exercise, in accordance with sub-grantee vehicle rental policies and procedures. Rental of fleet vehicles is not an allowable reimbursement expense.

VEHICLE REIMBURSEMENT – FIRST RESPONDER VEHICLES

* Vehicle Reimbursement, Response Rates for First Responder Vehicles - Disallowed

- Q:** Can we be reimbursed our normal response rates for the use of first responder vehicles in an ODP exercise?
- A:** No. However, you are eligible to receive reimbursement for the fuel consumed by a first responder vehicle during the conduct of an ODP sponsored exercise.